



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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(213) 974-1101  
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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
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Second District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

December 5, 2006

To: Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**REQUEST TO APPOINT GHAYAN ZAKARIAN TO THE POSITION OF CHIEF,  
ADMINISTRATIVE SERVICES DIVISION, PUBLIC WORKS**

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we reviewed and recommend Board approval of the Department of Public Works' attached request to promote Ms. Ghayane Zakarian to the position of Chief, Administrative Services, Public Works, at an annual salary of \$112,995. The proposed salary is below the control point in the second quartile of Salary Range 13 and represents a 21 percent increase over her current base salary and 15 percent increase over the current calculated salary including an out-of-class bonus. Ms. Zakarian is reachable on the Department's certification list for Chief Administrative Operations, Public Works.

The Department has indicated that Ms. Zakarian's educational background and experience in fiscal, human resources, and administrative services have made her the top candidate for this critical position. Ms. Zakarian has been acting in the capacity of Chief, Administrative Services, Public Works since March 15, 2006.

Based on the justification provided by Public Works and proposed salary placement relative to other managers at a similar level within the Department, we recommend the Department's request be approved. Unless otherwise instructed by December 15, 2006, we will authorize the Department of Public Works to proceed with this appointment.

Each Supervisor  
December 5, 2006  
Page 2

If you have any questions regarding this appointment, please call me or your staff may contract George Parker of this office at (213) 974-4363.

DEJ:DL:SK  
DD:GP:kd

Attachment

c:     Executive Officer, Board of Supervisors  
        Director of Public Works  
        Administrative Deputy Director, Public Works

Zakarian.bm.doc



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

DONALD L. WOLFE, Director

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
[www.ladpw.org](http://www.ladpw.org)

NOV 06 2006

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

November 1, 2006

IN REPLY PLEASE

REFER TO FILE: HR-0

TO: David Janssen  
Chief Administrative Officer

Attention Debbie Lizzari

FROM: Donald L. Wolfe *DLW*  
Director of Public Works

### **SALARY REQUEST FOR PROMOTION – CHIEF, ADMINISTRATIVE OPERATIONS, PW (RANGE 13)**

This is a salary request for the promotion of Ghayane Zakarian to the position of Chief, Administrative Services Division, PW, effective November 1, 2006. Ms. Zakarian has been an employee of Public Works since 1990 and has been acting in this position since March 15, 2006, directing the Division's staff of 252 employees (refer to the attached organizational chart). Ms. Zakarian's very strong work performance in our Fiscal, Human Resources, and Administrative Services Divisions, along with her bachelor's degree in management, make her our top choice for this position.

Ms. Zakarian is currently reachable on our Department's Chief Administrative Operations, PW (ASD) promotional list (Exam No. C1028B). Assuming a 4 percent cost of living increase on October 1, 2006, for non-represented employees, we are requesting your approval to compensate Ms. Zakarian at \$112,995, which is anticipated to be within the second quartile of Range 13, and at least 8 percent below the control point. Ms. Zakarian is currently receiving out-of-class pay for performance of duties at the higher level classification and is, therefore, compensated at \$94,477. The requested salary reflects the anticipated 4 percent general movement and 15 percent increase over current compensation (salary and out-of-class pay).

If you have any questions, please contact Charles W. Adams, Deputy Director, at (626) 458-4006.

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Attach.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
2006-2007 ORGANIZATION CHART

ADMINISTRATIVE SERVICES  
252 POSITIONS

